

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL (WORK SESSION)
MEETING OF THE BOARD OF DIRECTORS OF
THE FOREST VIEW ACRES WATER DISTRICT
AND THE BOARD OF DIRECTORS OF THE
WATER ACTIVITY ENTERPRISE
HELD
JUNE 6, 2011**

A special meeting of the Board of Directors of the Forest View Acres Water District and the Board of Directors of the Water Activity Enterprise (referred to hereafter as "Board") was held on Monday, June 6, 2011, at 6:00 p.m., at the Arapahoe Treatment Plant, 18852 Rockbrook Rd, Monument, CO 80132. This meeting was open to the public.

ATTENDANCE

In attendance were Directors:

Eugene Ashe
Anne Bevis
Steven Keefer
Karla Allen
Eckehart Zimmermann

Also in attendance were:

Brenda Smith; Southwest Water Company

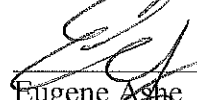
ADMINISTRATIVE Director Bevis called the meeting to order at 6:00 p.m. Notes from the work session are attached hereto.

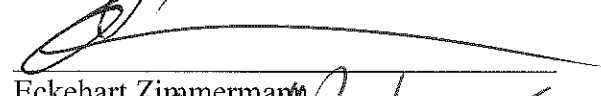
ADJOURNMENT There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried the meeting was adjourned.

RECORD OF PROCEEDINGS

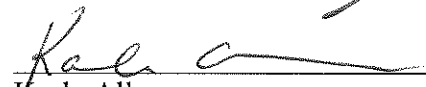
THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 6, 2011 MINUTES OF THE FOREST VIEW ACRES WATER DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Anne Bevis


Eugene Ashe


Eckehart Zimmermann


Steven Keefer


Karla Allen

Meeting Notes – Work Session June 6, 2011

All --

I've summarized our work session. We covered a lot of ground. Some things will require research or additional info so that we can make decisions in our next regular Board meeting or at some other point in the future. Also, please correct any omissions or misstatements that I may have made.

The beginning portion of this long email summarizes the discussion. Action items are at the bottom. I also had a conversation with Joel on Tuesday (after the work session and in conjunction with discussion of the leak in the loop line), so some actions items reflect updates from this discussion.

MEETING SUMMARY

Attending this meeting were: Gene Ashe, Karla Allen, Anne Bevis, Steve Keefer and Eck Zimmermann from the Board and Brenda Smith from SouthWest Water

1. We spent about an hour walking thru an overview of the district's infrastructure, including the distribution system and status of the current transmission line.

2. Potential changes/improvements to the distribution system:

a. Installation of flow meters - We discussed proposed methods of dividing the district into zones where we could measure usage and flow and could calculate potential leak rates within the zones. Key project goals were a) establishing the long-term ability to effectively manage zones w/in the district vs. b) establishing a protocol for detecting leaks -- both are possible. Ideas included permanent vs. temporary flow meters, availability of some PRV vaults as potential locations for flow meters, number of zones, establishing baseline data for ongoing analysis, and tracking down leaks in zones with high leak rates. Additional costing data will be needed in order to evaluate alternatives and move forward with this project.

b. Routing of distribution lines - The distribution system in some parts of the district was implemented in a somewhat organic manner. We discussed the idea of moving some lines whenever we get to the point of replacing portions of the distribution system (e.g., getting lines out of back yards and into standard utility easements). However, we did not get as far as identifying specific candidate changes. This will have to be a separate analysis effort.

c. Development of standards and policy - While the district has no desire to replicate industry or other local standards, we recognized that the district should address items that are unique to or of special interest to the district. This includes characteristics of the district itself (e.g., altitude, temperature, the fact that we're on the side of a hill) as well as operational or management considerations (e.g., mandating road side meter pits and curb stops when distribution lines are replaced). We recognized that some items may need to be supported by implementing policy, such as a policy for handling service line leaks (and sudden rise in customer bills) when we move meters out to street. Key areas discussed were: meter pit standards, curb stops, and the idea of customer-specific PRVs.

3. Transmission line -- There is a need to plan end-to-end completion of the transmission line. Since we have already replaced the majority of the transmission line, this project would include a) connecting the recently installed portion of the transmission line uphill from the booster station to the bottom of the installed "orphan" transmission line (previously installed in Red Rock Reserve),

b) connecting the top of the "orphan" line into the line above the surface treatment plant that feeds the tank, and c) potentially connecting the "orphan" line to the distribution system at Pixie Park Rd. Brenda also relayed Gabby's interest in having this project completed.

4. Map updates -- We discussed the need to get current corrections and changes incorporated into our current map set and the desire to move to GIS-based mapping. The district has established the electronic version of the maps as its official map set, and updates are needed on a regular basis to incorporate changes and info found by the operators; this is necessary both to keep improving the accuracy of the maps and to ensure that info re updates is not lost. Converting the maps to GIS format provides some benefits in that it allows much more specific data to be incorporated (i.e., latitude & longitude locations) but also requires location-based data that can be used as anchor points. Current maps still do not fully meet operators needs in that they don't show service lines and are less accurate in showing valve locations. Operations has also been compiling a notebook of detailed info on individual service lines.

5. Additional items discussed

a. Hydraulic modeling -- In the past, the district has discussed development of a model to provide info about the performance characteristics of district's distribution system. We discussed a preferred approach of identifying underlying data that we would need and then establishing (or augmenting) method of collecting it. Potential parameters include flow, usage, and leak rate.

b. Limbaugh Canyon Intake redesign -- The surface water intake could be redesigned to work similarly to an alluvial well (i.e., to pull water from just under the surface of Monument Creek). This could reduce turbidity during high flow, increase reliability during drought, reduce the need to clean out the intake after major runoff, and provide protection against potential tampering/vandalism of the intake site.

c. Financials -- Available funding for projects needs to be reviewed prior to committing to specific projects. We also need to look further at revenue augmentation (e.g., selling water, leasing rights, getting grants) prior to committing to projects. Brenda also mentioned that she was meeting with someone who could provide a \$5K grant for source water protection. Steve will join them for this discussion and to visit the surface intake.

d. Remote meter reading capability -- Brenda mentioned the possibility of installing remote meter reading capability. Gabby had mentioned this at a previous meeting. On both occasions, the board expressed an interest in this capability, but would need to see costs and estimate return-on-investment.

ACTION ITEMS & RESPONSIBLE PARTIES

1. Flow meters

Gabby [June 30th Board meeting] - to provide update on proposed zones and implementation alternatives at the next board meeting. To the extent available, costing estimates should also be provided.

2. Meter pit specifications

Joel [ASAP, but no later than 6/16] - confirm that meter pit specs on website are the most current and notify operators so that they can review

Gabby & Brenda [June 30th Board meeting] - review meter pit specs to ensure that they are the most current and reflect what operations thinks they should include.

3. Current financial review

Gene [June 30th Board meeting] - review current and projected status of available capital funds

4. Grant funding

Steve [June 30th Board meeting] - report on meeting at intake w/ Brenda and source water protection grant person

Joel [June 30th Board meeting] - a) review available grants, low cost loans and funding sources (including needed actions and upcoming due dates), b) summarize available info on WIN, b) confirm that application for 2012 Drinking Water Revolving Fund and Drinking Water Grant Program has been submitted (due by 6/30).

5. Map Upgrades

Joel [June 30th Board meeting] - Contact RG to determine what date they need from us to scope & price projects to a) incorporate changes from the operators and b) convert maps to GIS format. Please also get a budget estimate from RG (ranges and some fuzziness are ok). Give RG the courtesy of knowing that we have two versions of maps from them that seem to have the same file name and date, so they know they'll have to confirm that they only make upgrades to the most current version.

Gabby [June 30th Board meeting] - Be prepared to discuss extent of needed changes as identified by operators

6. Transmission Line

Gabby [June 30th Board meeting] - Request Red Rock Reserve "as-builts" from engineering firm and be able to tell board when we will get them and if there will be a charge.

7. Valve/Hydrant Management Software [Note: after our work session, Brenda mentioned that she had obtained software for us that is used for managing valves & hydrants]

Gabby [June 30th Board meeting] - Be prepared to brief entire board on how this software can and should be used.

8. Discussion of project priorities and next steps

Entire board [June 30th Board meeting] - At next board meeting, be prepared to discuss which projects we should go ahead with now, what should be included in grant applications, what additional data we need and when we should have data incorporated into our Capital Improvement Plan and/or 2012 budget.

9. Scheduling brainstorming and work sessions

Entire board [June 30th Board meeting] - Schedule brainstorming sessions in upcoming meetings and determine if we need an additional work sessions (e.g., for capital projects prior to the 2012 budget or for submitting grant applications).

Entire board, led by Gene [June 30th Board or July 28th meeting] - Continue with brainstorming activity on the "revenue side"

10. Upcoming Board Meeting Agenda

Joel & Sandy [prior to sending out draft meeting agenda] - I think Joel has some ideas of where the above items should go in our next board meeting agenda.

Thanks,
Anne